Creighton UNIVERSITY

Training Guide #3: Authoring a Page

CONCENTRIX CATALYST

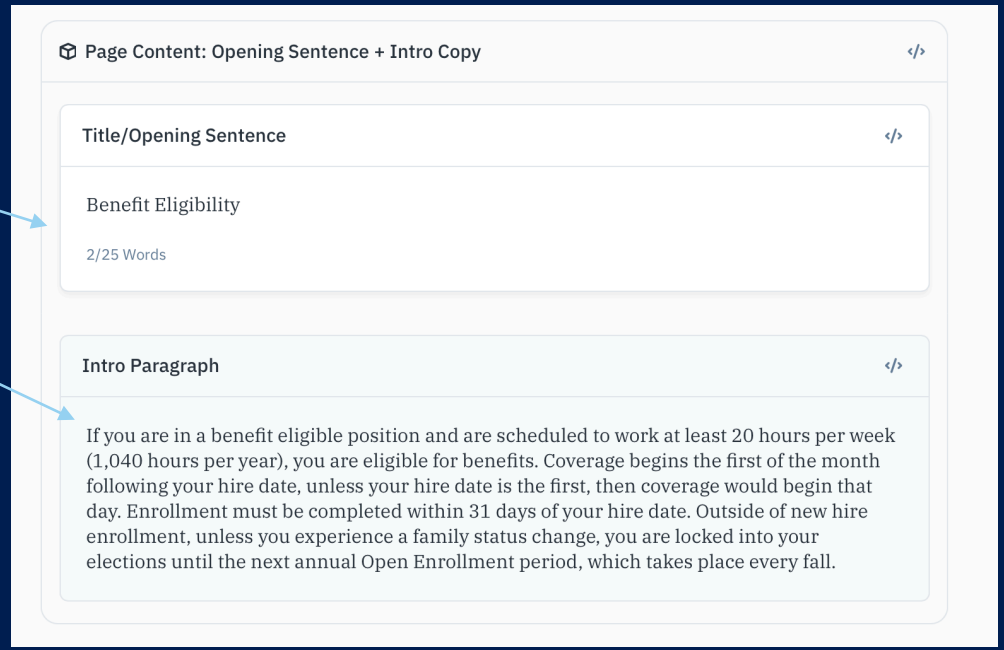
MARCH 2024

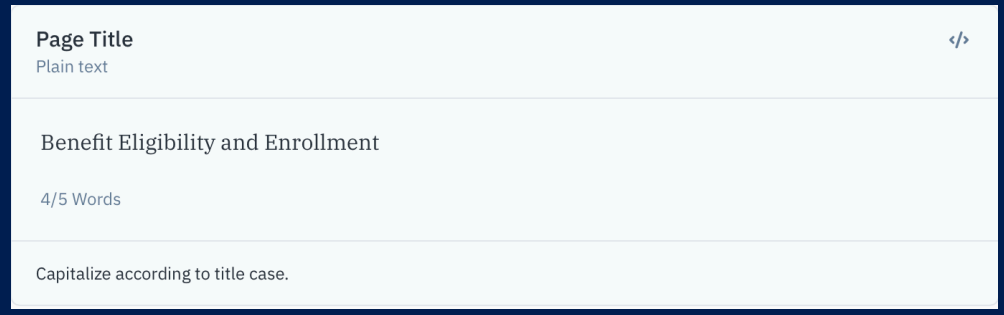
Adding Text on a Page

Once you have been assigned a page in Gather Content, you will log into Gather Content, open your project and the page you wish to author.

+ Adding Text

- To enter text, click on a text field, and begin typing (your text will automatically save).
- You can also add text by copying and pasting from your existing site, into the appropriate text field within the page you are authoring in Gather Content.
- You may see some guidelines built in below the text field to give you important information regarding style, tone, word count, etc.





Formatting Text on a Page

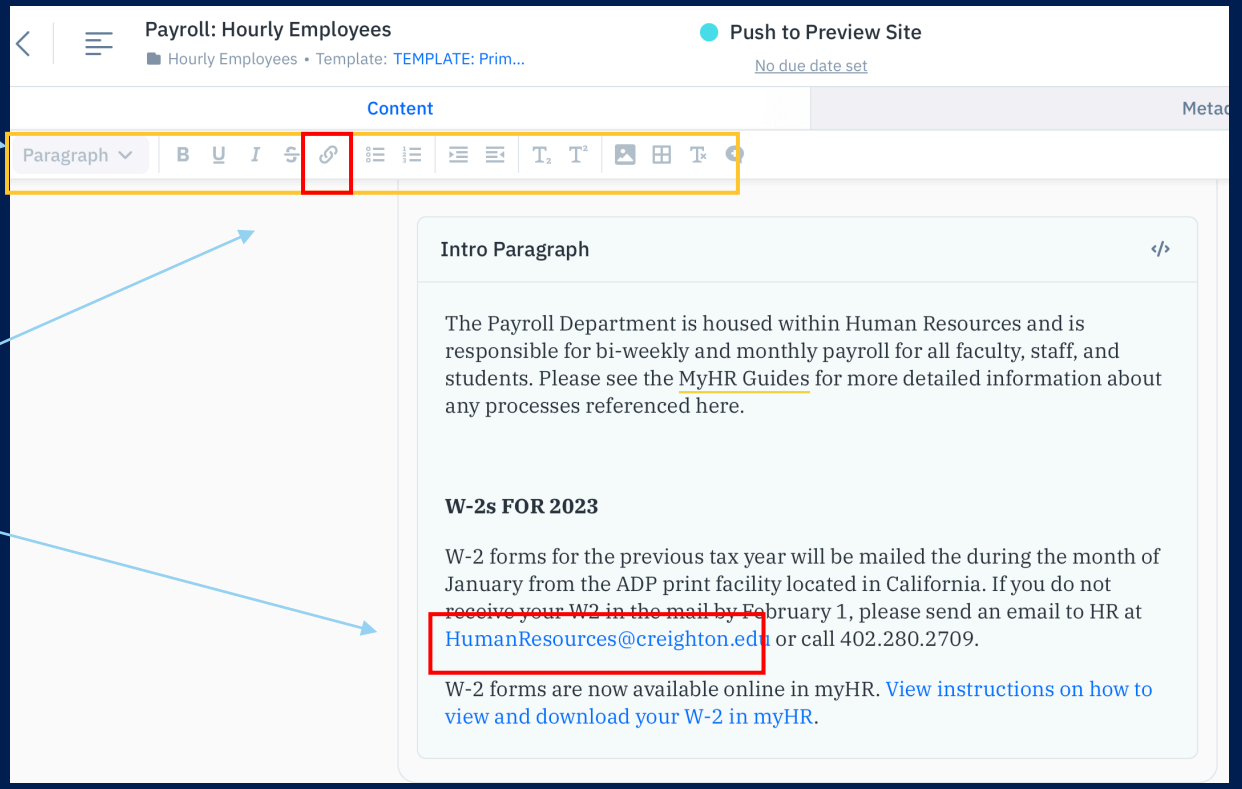
Now that have been assigned a page in Gather Content, log into Gather Content, open your project, and the page you wish to author.

+ Formatting Text

- Once you've added your text, you can format it using the toolbar at the top of the page which offers a series of standard formatting options.

+ Adding Hyperlinks

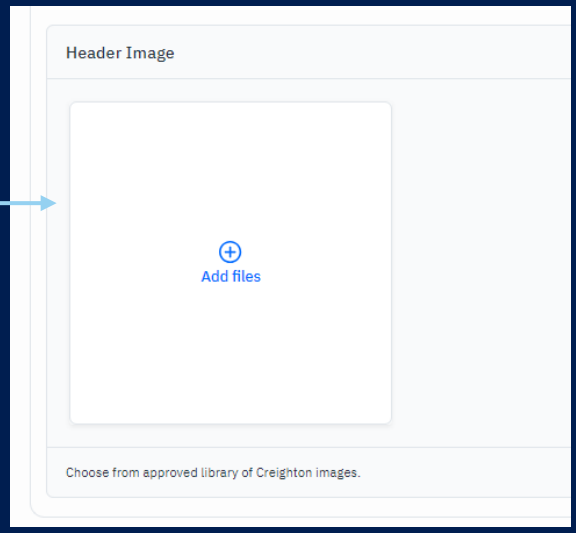
- To add a hyperlink, select the text you want linked and click on the hyperlink icon in the toolbar.



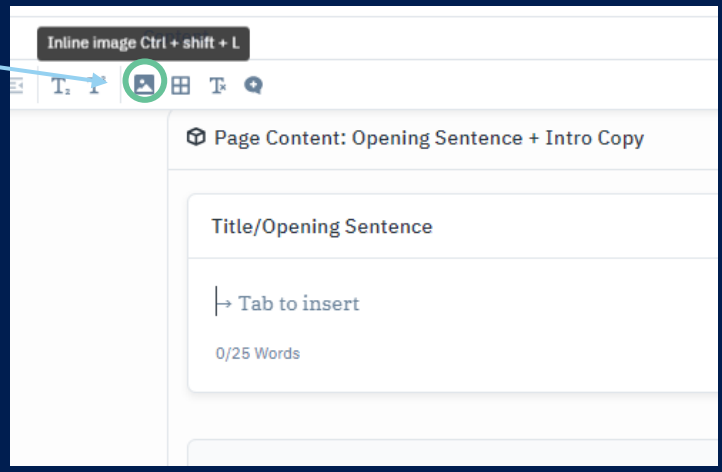
Adding Images on a Page

+ Adding Images

- To add an asset/image in the image asset field, click the “+ add files” button and browse through approved assets, or upload a new image via your local files



- To add an image in line in a text field, choose the image icon in the toolbar at the top of the page, and follow the prompts to browse or upload images



**You can also edit your image, add alt text, etc. by clicking the gear icon you see when hovering over your image (this is only available to certain user groups/permission settings)*

Adding a File or Document to a Page

+ File Management and Document Storage Guidelines

- TK TK

+ Adding a File

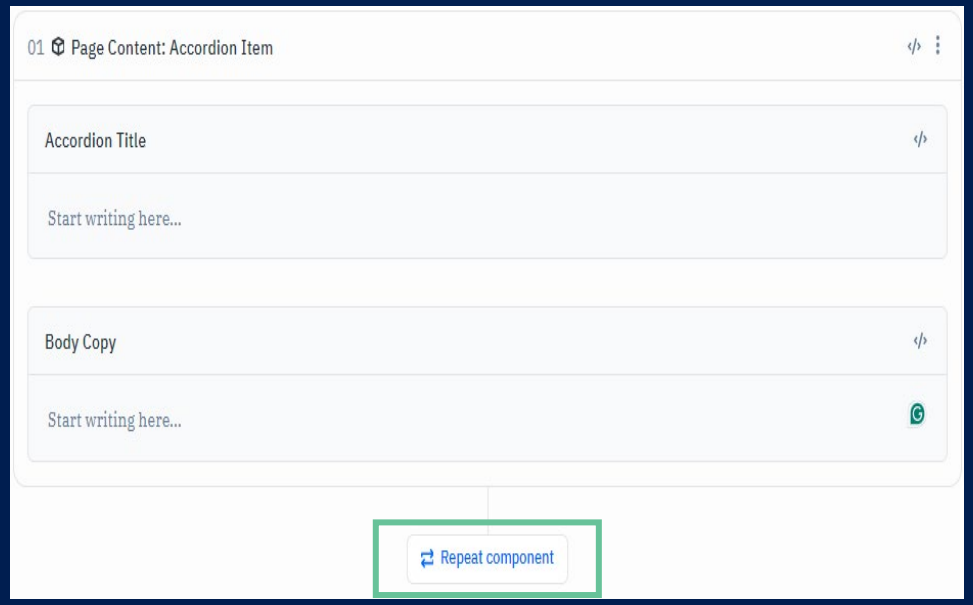
- TK TK

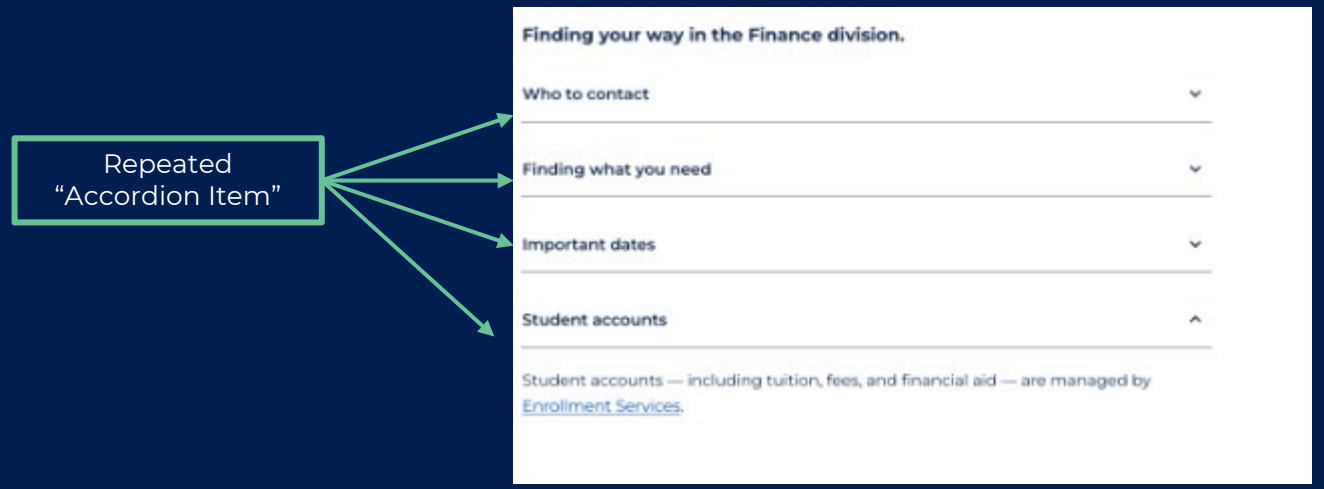
Repeating Components

+ Repeat Components

- You might see an option to “repeat component” under some of the components within a page. This allows you to repeat the component as many times as you need to. For example, if you have a long list of information that you want to input as accordion drop-down menus, you would:

1. Enter the title for the first accordion item (this is what the reader will see when the accordion is fully collapsed)
2. Add the body copy for the first accordion item (the information you want the user to know regarding that specific topic)
3. Select “repeat component”
4. Repeat the process for the remaining items in your list





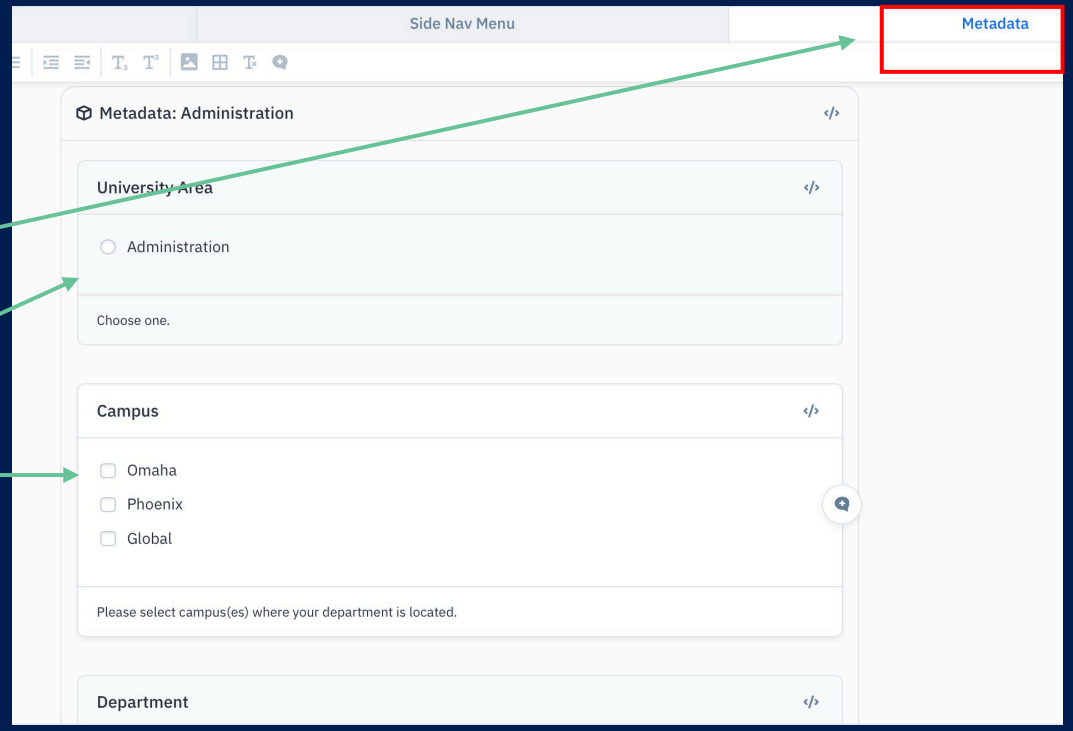
How do I add metadata?

+ What is metadata?

- Metadata is descriptive information that helps classify or categorize the information, making it easier to search, organize, and retrieve.
- By using metadata in content management for websites, we enhance searchability, improve organization, and boost visibility.
- Meta data helps to optimize your website's performance, enhance user experience, and ensure your content is easily found.

+ How do I add metadata in Gather Content?

- Open the page you wish to assign metadata to.
- Below the page status, you will see 2-3 tabs: Content, Side Nav Menu (landing pages only), and Metadata
- Select the metadata tab
- Once in the metadata tab, choose the appropriate meta data for your page (metadata templates will be prepopulated with options based on the information needed.)



What happens next?

+ Log in to Gather Content practice adding content

- Go to creighton.gathercontent.com
- Log in with your SSO (your Creighton credentials)
- Practice adding content to your pages!

+ Up next: Workflow and Communication

What You'll Learn:

- How to move a page through the defined workflow
- How to navigate your assignments and deadlines
- How to collaborate with team members using comments and notifications

Training Guides

There are 4 training guides to help you learn how to use the Gather Content tool. You can also find the corresponding videos on Bridge.

+ Training Guide 1 – Introduction to Gather Content

- What Gather Content is, and why we are using this tool
- The roles and responsibilities in Gather Content

+ Training Guide 2 – Navigating Gather Content

- Project overview and navigation
- The building blocks: folder, pages, templates, components, and fields

+ Training Guide 3 – Authoring a Page

- Adding texts and images to a page
- Repeating components
- How to add metadata

+ Training Guide 4 – Workflow and Communication

- Page status feature
- Assignments and deadlines
- Comments and notifications